



City of South Portland Special Event Application

(Sec. 14-2, 14-3 & 14-8)

Application must be turned in 30 days prior to the event

Application Date _____

ORGANIZATION INFORMATION

Name of Organization: _____

Contact Person for Event: _____ Title: _____

*Contact Name and Phone number during the Event: _____

Mailing Address: _____

Telephone: _____ Cell Phone: _____

Email Address: _____ Web site: _____

Is your organization incorporated as a non-profit organization? Yes No

Non-Profit Number: _____

Emergency Contact: _____

**This person must be available during the entire time of the event.*

EVENT INFORMATION

Event Title: _____

Location of Event: _____

Event Date(s): _____ Rain Date(s): _____

Event Start Time: _____ Ending Time: _____

Does the Sponsoring Organization own the property? Yes No

If not, please attach a letter from the property owner authorizing this event.

Estimated Attendance: _____

(Attendance over 1,000 may require Public Safety presence at the expense of the Event Organizer - see page 2)

Does the Applicant have insurance for this event? Yes No

Please attach evidence -- see Sec. 14-8 for insurance requirements for events held on City property. Insurance is required for all events occurring on City Property.

Please check off all events that will occur:

Check off	Type of Event	Additional Information	Fee	Total
	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	
	Burn Permit/Bonfire	Must complete additional paperwork with the Fire Department	No Fee	
	Carnival	Proof of Insurance is required	\$125.00 a day	
	Circus	Proof of Insurance is required	\$300.00 a day	
	Electrical Permit	Must complete additional paperwork with Code Enforcement	\$60.00 paid to Code Enforcement	
	Fireworks	Proof of Insurance is required. Site Plan approval from Fire Marshall Required (call 207-624-8744)	No Fee	
	Food	Please Provide a list (Include: Name of organization, contact, address, phone, and food items that will be sold or given away)	\$35.00 per event per Food Vendor	
	Non Food Items	Please Provide a list (Include: Name of individual, date of birth, address, phone, and items that will be sold or given away)	\$60.00	
	Off Premise Alcohol	State Application is required	\$20.00	
	Off premise Signs	Must complete additional paperwork with Code Enforcement	\$25.00 Minimum paid to Code Enforcement	
	Parade	Please provide Parade route.	No Fee	
	Parking Accommodations are needed	Please provide any maps or diagrams relating to this event.	No Fee	
	Public Safety Presence	If requested or determined necessary, please contact Police or Fire Department.	Fee must be paid to department providing service.	
	Road/Intersection Closure Time of Closure: Start: ----- Finish: -----	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	
	Run/Walk/Cycle/Swim	Please provide any maps or diagrams relating to this event.	No Fee	
	Tent Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
	Tidal Waters to be used	Please provide a map	No fee	
	Trailer Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
			Processing Fee	\$20.00
			Total	

*****Fees are waived for Non Profits*****

Will Barricade and/or cones be needed? Yes No

If Yes, How many barricades _____ Cones _____

SANITARY FACILITIES

Please state if the following items will be available at your event, the number of items available and the proximity of the item to your event:

	<u>Amount at Event</u>	<u>Location</u>
TOILETS	_____	_____
HAND WASHING FACILITIES	_____	_____
PORTABLE WATER	_____	_____
FIRST AID FACILITIES	_____	_____

WASTE DISPOSAL

	<u>Amount at Event</u>	<u>Location</u>
RECYCLING CONTAINERS	_____	_____

Types of recycling containers: _____

WASTE CONTAINERS	_____	_____
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Types of waste containers: _____

DESCRIPTION OF EVENT

Signature of Applicant

Date Submitted

Please note that you will be contacted by City Staff if you require additional permitting.

Please return this application to: **City Clerks' Office**
Attn: Licensing Administrator
25 Cottage Road
South Portland, Maine 04106
licensing@southportland.gov

COVID-19 Safety Requirements for all Events

Due to COVID-19, the following information is needed for all events.

Please initial to confirm the following.

_____ All event applications MUST provide proof of commitment to complying with the applicable **COVID-19 Prevention Checklist**. You may find checklists on the State DECD site:

<https://www.maine.gov/decd/covid-19-prevention-checklists> **Once you have submitted COVID-19 Prevention Form, save/print and attach the confirmation message to the event application.**

_____ Events must comply with any and all State and local COVID-19 regulations. The event organizer is responsible for ensuring compliance of event staff, vendors, and attendees. The listed contact person on the event application must be available to reach by phone during the entire time of the event to contact to address complaints or concerns.

_____ All event applications must provide a detailed plan of how it intends to follow the safety measures to comply with the State's DECD COVID-19 Prevention Checklist. **Please attach this plan to the event application. A map should be provided showing the location and set-up, as applicable.**

_____ As State and local guidelines may be updated, the City will reserve making a final decision on any submitted event application until 2 weeks prior to the scheduled event.

EVENT INFORMATION FOR BLOCK PARTIES

If you are planning on holding a “Block Party” there are a few things that need to be completed in order to be in compliance with City ordinances.

1. Council approval

All street closings need to be approved by the City Council. In order to get approval, please submit the attached neighbor notification form signed by all neighbors affected along with your event application to the City Clerk’s office **at least three weeks prior** to the street closing.

2. Amplifying Permit

If you are planning on having any type of music or announcing using a microphone you will need to obtain an amplifying permit. Please use the attached neighbor notification form. Five business days are needed to issue the permit. The fee for an amplification permit is \$10.00.

3. Blocking the street

After Council approval, sawhorses can be obtained from Public Works. Residents must call and reserve the sawhorses **at least 3 days** in advance (767-7635). They need to be picked up during regular business hours, (7:00 A.M. – 3:00 P.M.) the Friday before the event, and returned on the following Monday. When placing the sawhorses, there still must be room for emergency vehicles to proceed if needed.

***ACTIVITIES ON STREET MAY NOT PREVENT EMERGENCY
VEHICLE ACCESS***

City of South Portland Event Application – Signoff

****FOR STAFF USE****

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

City Clerk Comments/Recommendation: Print Name: _____

Code Officer/Health Comments/Recommendation: Print Name: _____

Fire Department Comments/Recommendation: Print Name: _____

Parks & Recreation Department Comments/Recommendation: Print Name: _____

Police Department Comments/Recommendation: Print Name: _____

Public Works Department Comments/Recommendation: Print Name: _____

Transportation Department Comments/Recommendation: Print Name: _____

Council Public Hearing Date: _____

Approved/Denied: _____ Date applicant notified: _____